



CALIFORNIA AIR RESOURCES BOARD

CAREER EXECUTIVE ASSIGNMENT

POSITION: CHIEF, OFFICE OF INFORMATION SERVICES

LEVEL: CEA 2

SALARY: \$6173 - \$10520

FINAL FILING DATE: MARCH 11, 2009 OR UNTIL FILLED

POSITION INFORMATION

Under general direction of the Deputy Executive Officer, the Chief, Office of Information Services, plans, organizes and directs the activities of the information technology program in support of the program functions of the Air Resources Board (ARB); represents ARB as a member of the California Environmental Protection Agency (Cal/EPA) Information Management Advisory Committee; advises ARB Executive Staff on information technology (IT) policies; provides vision for, and develops and implements strategic plans regarding, the use of IT at ARB.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.
- Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other governmental settings or in a private organization.)

EXAMINATION ANNOUNCEMENT

Page 2

DESIRABLE QUALIFICATIONS

Applications will be screened and evaluated on the basis of the candidate's ability to meet the following desirable qualifications:

- Possession of broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies and standards
- Ability to plan, organize and direct the work of a multidisciplinary professional administrative staff
- Knowledge of the technical requirements of large-scale automation projects (including hardware, software, and personnel requirements) involving an extensive planning process, and the ability to implement and manage these projects
- Knowledge and understanding of the development of new technology applications that can be used to assist management in improving the efficiency of operations, the collection of program data, and the accuracy and usability of managerial reports
- Possess a working knowledge of the ARB and Cal/EPA program areas and long-term business requirements
- Strong leadership skills and the ability to ensure ARB adherence to state administrative policies pertaining to the use and management of information technology as promulgated by the Legislature, the Governor's Office, the Office of the State Chief Information Officer, and by the control agencies
- Knowledge of the Equal Employment Opportunity program and the process available to meet EEO objectives
- Integrity, initiative, dependability, sound judgment, and the ability to work cooperatively with others both inside and outside of the ARB and the Cal/EPA

EXAMINATION PROCESS

The application form submitted **MUST** be accompanied by a Statement of Qualifications detailing the experience, knowledge, ability or potential to meet the Desirable Qualifications. The Statement of Qualifications should be no longer than two pages. (Resumes are optional and do not take the place of the Statement of Qualifications.)

A CEA Review Panel will screen all qualified job-related education and experience in relation to other qualified applicants. Should the review panel find it necessary, interviews of the most qualified candidates may be conducted. The review panel will then provide its evaluation of the competitive group to the Executive Officer who will make the final selection.

Each candidate will be assigned a rating and will be notified in writing of their final score. In order to be successful in this examination, a minimum rating of 70.00% must be attained. The results of this examination will be used solely to fill the position identified on this examination announcement.

FILING INSTRUCTIONS

All interested applicants should submit a completed Standard State Application (Std. 678), and a "Statement of Qualifications" detailing how the candidate's education, training, experience, and skills meet the Minimum Requirements and Desirable Qualifications for the position to the California Air Resources Board, Human Resources Branch, 1001 "I" Street/P.O. Box 2815, Sacramento, CA 95812, Attention: Shelly Chinn by 5:00 p.m. on the final filing date. Questions concerning this position should be directed to Shelly Chinn at (916) 324-7196 or schinn@arb.ca.gov.

<p>For vacancy and exam information contact:</p>  <p>www.arb.ca.gov/jobs/job.htm</p>	<p>TTY/TDD/Speech-to-Speech users may dial 711.</p>  <p>The California Relay Service.</p>	<p>For reasonable accommodations, please call (916) 323-4916</p> 	<p>An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</p> <p>It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.</p>
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